



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0620N17

#### OPERATIONS SUPPORT SPECIALIST

**Opening Date:** 6/20/2018

**Closing Date:** 7/5/2018

#### Vacancy Exists

**Salary:** \$24,175.70 - \$28,442 (85% - Midpoint) Pay Grade 5

**Recruiting For:** Superior Court of Delaware

**Location:** Leonard L. Williams Justice Center, (formerly New Castle County Courthouse), City of Wilmington (**Please check this county on your application**).

**Summary Statement:** This class is responsible for processing data/information in support of agency's operations.

**Nature and Scope:** This class reports to an administrative or technical superior. Assignments are stable in nature and are carried out in accordance with standard practices and general work instructions. Work at this level is completed using manual and automated information systems. Processing data includes entering, updating, modifying, deleting, retrieving/inquiring and reporting on data in established information systems or manual systems. Work is done in support of agency operations.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
2. Experience in office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.
3. Knowledge of record keeping which includes maintaining records, logs, and filing systems.
4. Knowledge of using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://courts.delaware.gov/career/>

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us) (Preferred Method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**